

Manager- Add Additional Job

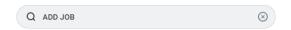
USER GUIDE

INTRODUCTION

An additional job is when an employee with a primary job or position is placed into an additional job or position. The additional job can have a different supervisory organization, pay rate, hours, location, or job profile.

ADD ADDITIONAL JOB

1. In the search field, type in "Add Job" and hit Enter.

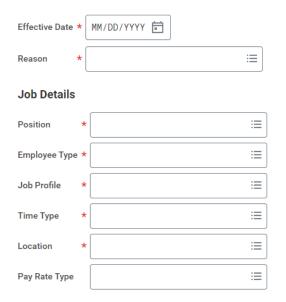


2. The Supervisory Organization will prefill with your department information. In the **Employee field**, enter in the name of the employee and click **OK**.





3. A new screen appears with information that needs to be completed. Any field with a red asterisk * is required but be as complete as possible.



 Once the fields are completed, click Submit. You will automatically receive a task in your Inbox to Change Organization Assignments.

CHANGE ORGANIZATION ASSIGNMENTS

- Navigate to your Workday Inbox and open the Assign Organizations task.
- Review the default information to make sure it is correct.Once reviewed, click Submit.
- 5. This will go the HR Partner for review and approval based on the add additional job details.



Note: If you have questions when initiating this, please reach out to the HR Partner for your department.